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Approved For Release 2000/08/16 : CIA-RDP80-00679A000100010041-1

27 August 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 70 -53

SUBJECT: Personnel Career Service Board

1. PDM No. 35-52, subject "Establishment of Personnel Office Career Service Board", dated 1 August 1952, is rescinded.

2. The Personnel Career Service Board is organized as follows:

a. Chairman

The Personnel Director or Deputy Personnel Director serves as Chairman of the Personnel Career Service Board.

b. Membership

The Personnel Career Service Board is composed of the following permanent and rotating members:

(1) Permanent Member Ex Officio

Assistant Director (Personnel)

(2) Permanent Members

Chief, Classification and Wage Division
Chief, Placement and Utilization Division
Chief, Plans, Research, and Development Staff
The Personnel Officer of the DD/P complex who represents
DD/P Admin in career service matters

(3) Rotating Members

One of the following persons will serve as a voting member of the Board at any given time. These rotating members will serve for four-month terms in the order indicated below.

Chief, Personnel Procurement Division
Chief, Processing and Records Division
Chief, Employee Services Division
Chief, Special Contracting, Allowances and Processing Staff

(4) Executive Secretary - non-voting

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*Rescinded
OPM 6-54
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c. Meetings

- (1) The Board will meet once a month or more frequently at the call of the Chairman.
- (2) Three members of the Board shall constitute a quorum.
- (3) In the absence of a member of the Board, his Deputy shall serve in his place.
- (4) Agenda and minutes of each meeting of the Board will be distributed to each person listed above.

3. The responsibilities and functions of the Personnel Career Service Board are presented in Paragraph 5 c of Regulation [REDACTED] dated 25 May 1953.

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[REDACTED]
Acting Personnel Director

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